

1. In case of **fire, an intermittent siren and voice repeating, "Evacuate the building!"** will be heard and all children will exit in an orderly fashion by the safest exit, and make their way to the following **safe** areas:
Motiti: Field
Tuhua: Field
Karewa: Simpson Reserve, via the Dickson Road pedestrian crossing if seen to be the safest route.
If children are already outside, they will make their way to the nearest **safe** area.
2. (a) In the case of an **earthquake, the teacher will yell "Earthquake – Drop!"** Pupils will take refuge under desks and tables. Teachers will take shelter under door frames. Children in and around the pool will be removed from the pool surrounds and taken to the field or court. At such time as the quake has subsided, the Principal or Deputy Principal will ensure the outside environment is safe.
(b) In the case of a **tornado, the teacher will yell, "Tornado – Take cover!"** Pupils and teachers will take refuge under desk/tables. Away from windows is preferable. If outside, pupils and teachers make their way to the closest classroom and take refuge as stated previously. Children in and around the pool will need to be removed from the pool surrounds and taken into the changing area and take shelter away from the entrance. At such time the tornado has subsided, the Principal or Deputy Principal will ensure the outside environment is safe.
(c) A continuous bell will be rung and the children will exit as per [1] above.
3. In the case of a **Tsunami, a continuous community siren** will be rung and all children will exit, with schoolbags, if time permits - in an orderly fashion by the safest exit, (and if possible secure classroom and lock door) then make their way to the following school exits:
Motiti: Dickson Road entrances
Tuhua: Pool gate
Karewa: Rooms 4, 5, 6, 7 – through Pool gate.
Rooms 8, 9, 10, 11 – through Parton Road small gate.
 - If children are already outside, they will make their way to the nearest exit.
 - Karewa and Tuhua teachers, teacher-aides and students will walk south on the right hand side of Parton Road, while Motiti teachers, teacher-aides and students will walk on the left hand side of the road, crossing Parton Road south of the Dickson Rd/Parton Rd junction.
 - All staff and students will walk up Parton and Bell Road to the main Te Puke Highway, where they will turn left aiming for Poplar Lane and the Papamoa Hills Regional Park carpark. [Karewa and Tuhua teachers will *need to cross their students safely across Parton Road soon after the Papamoa Village Park entrance.*]
 - Three cars – driven by the Principal and two others he delegates - should accompany the group. The cars will have First Aid gear taken from the school sickbay and full school rolls. The drivers of the cars will have car radios turned on listening to Civil Defence messages which will be relayed from National and local radio stations.
 - Teachers will only release students to their parent or legal guardian if written permission is sighted by the teacher.
4. Staff will take their Attendance Register or Group Roll and appropriate **GREEN** card bearing the classroom number, to the assembly area. It is their responsibility to account for all children on their lists. The Principal, or, if absent, the Deputy Principal, will collect a Master class list from the office. The Office Administrator will take the school master list including phone numbers.
5. Teachers with a laptop that is *not locked down*, and within easy reach, please take it with you.
6. Designated staff will check toilets on the way to the assembly area.
7. At the assembly area, teachers will call the roll and when complete and all pupils are accounted for will send their verification cards to the Principal or the Deputy Principal. If a class has not got their roll, use the Master class list.
8. If the buildings are considered unsafe to re-enter, the Principal will ensure that children remain in the assembly areas until parents/caregivers can be contacted to pick them up.
9. In the case of a **lockdown, the school bell will be rung intermittently ongoing.** Teachers will lock their classroom doors, secure windows, check attendance registers to ensure all children are inside, and continue class lessons as normal, ensuring no children go outside unless informed it is safe to do so. If a lockdown occurs when children are outside they will return to their classrooms as quickly as possible on the bell and all teachers will return to their classroom, lock doors and call the roll. Lockdown will remain until teachers are informed otherwise by management. *[Classroom phones or intercom will be used to communicate.]*
10. Drills will be carried out at least once per term.
11. All staff must know the procedures and display them in each classroom space, refining where necessary.
12. During evening functions in the hall, all students evacuate by the nearest exit and meet on the rugby field, opposite Room 24, for further instructions. Lists of students present to be taken out with the torch, by Senior Teacher in charge; PTA personnel check kitchen and toilets. Teacher to telephone Security Company - to communicate problem and save fire brigade call-out if necessary!